

**CLINICAL DIRECTOR, MENTAL HEALTH SERVICES**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to plan, direct, and coordinate County-wide clinical and regional children's/adult mental health programs; to serve as a clinical advisor to the Regional Manager or executive manager of Mental Health Services in the Health & Human Services Agency; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified management class allocated only to the Health & Human Services Agency (HHS). The incumbent reports to the Deputy Director or Director and has significant responsibility for formulating policy and serving as Chief Clinical Advisor for the department, and for managing county-wide clinical and regional children's/adult mental health programs.

**EXAMPLES OF DUTIES:**

Plans, directs, and coordinates county-wide clinical and regional children/adult mental health programs; serves as Chief Clinical Advisor to the department on children/adult mental health clinical areas: psychotropic treatment, medications, mental health care of patients, and evaluation of program practices; reviews and evaluates county and contracted children/adult mental health services for conformance with federal, state, and local laws, regulations, and standards; develops and implements new or revised children/adult mental health programs with emphasis on clinical concepts; develops and implements clinical standards for children/adult mental health programs; develops and recommends service delivery plans for county-wide, regional, and specialty services; directs staff in the development, implementation, and evaluation of quality assurance and utilization review plans, goals, and programs; develops criteria for children and adult mental health care designations and recommends such designations for public and private children's/adult mental health care agencies or facilities; prepares executive-level reports and correspondence; assists in preparing presentations to the Board of Supervisors and other legislative authorities; represents the county at meetings or conferences with other public and private agencies, organizations, or councils; performs special studies and projects as assigned by the Deputy Director or Director; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Concepts and terminology of mental illness and emotional disorders.
- Concepts and principles of patient advocacy related to mental disorders.
- Practice of general medicine related to the treatment of mental illness.
- Methods and techniques of diagnosing and treating mental health patients with psychiatric disorders.
- Preventive psychiatry including primary, secondary, and tertiary phases.
- Federal, State, and local health laws, regulations, codes, and standards related to mental health care programs and services.
- Mental health care planning, evaluation, assessment and programming.

- Principles and practices of supervision and training.
- The General Management System in principle and in practice.

**General Knowledge of:**

- Principles and concepts of hospital administration.
- Community resources available for mental health services.

**Skills and Abilities to:**

- Plan, direct, and coordinate countywide clinical and regional mental health programs.
- Serve as Chief Medical and Clinical Advisor to the Deputy Director on a variety of mental health clinical areas.
- Evaluate county and contracted mental health services for conformance with federal, state, and local laws, regulations, and standards.
- Develop and implement new or revised mental health programs with emphasis on clinical concepts.
- Develop and implement clinical standards for mental health programs.
- Develop and recommend service delivery plans for countywide, regional, and specialty services.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental or public/private agencies, the media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

1. Three (3) years of full-time administrative experience managing children's/adult clinical and regional health care programs, one (1) year of which was in a community mental health program; AND,
2. Current California license or certification to practice as a: physician, psychiatrist, psychologist, advance practice nurse, licensed clinical social worker, or marriage, family or child therapist.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Must be licensed or certified by the State of California to practice as a physician, psychiatrist, advanced practice nurse, clinical psychologist, clinical social worker, or marriage, family or child therapist.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Background:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHS) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHS.